



# Professional Military Education **Initial Entry Training**



## Basic Communication



# *Basic Communications:* Definitions & Types



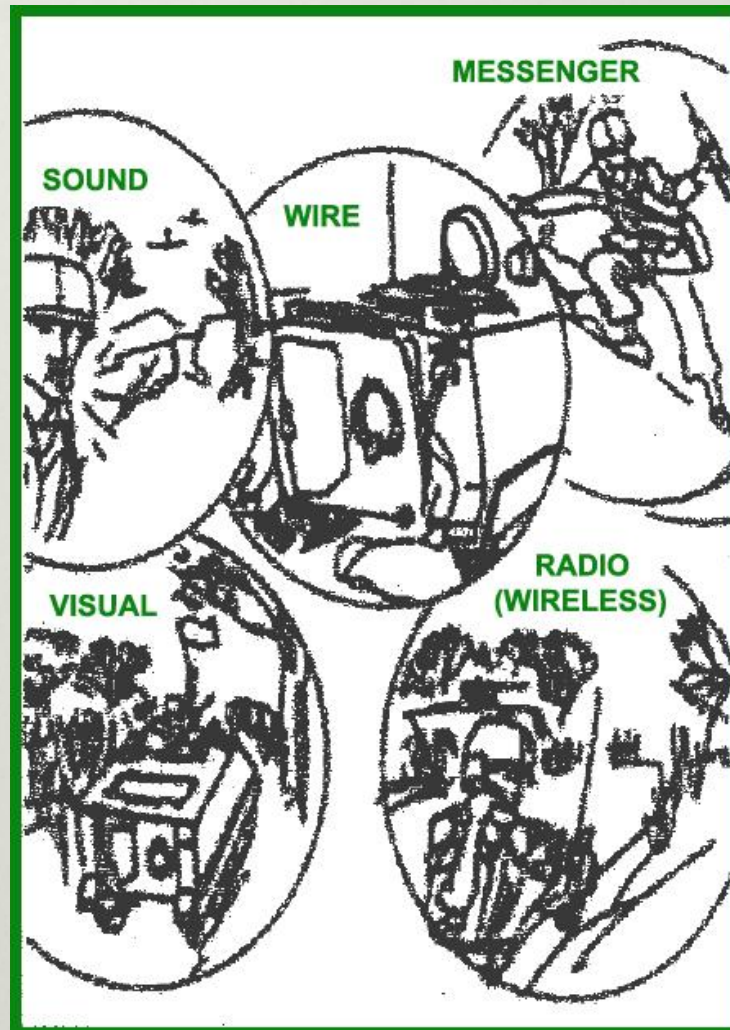
**Communication** is the process of exchanging information usually via a common system of symbols.



# *Basic Communications: Definitions & Types*



- **Visual**
- **Sound**
- **Messenger**
- **Wire**
- **Radio (Wireless)**







# Basic Communications



- **Radio Discipline**
- **Phonetic Alphabet and Numerals**
- **Procedure (pro) Words**
- **Operating Procedures**



# *Basic Communications:* Radio Discipline



## **ALWAYS:**

- Use correct voice procedure.
- Maintain a constant listening radio watch unless specific instructions or permission has been received to the contrary.
- Ensure that the correct frequency is in use.
- Answer calls in the correct order and without delay.
- Listen carefully before transmitting to ensure that the frequency is clear.
- Release the push-to-talk (PTT) switch promptly.
- On releasing the PTT switch, ensure that the radio returns to the receive condition.



# ***Basic Communications: Radio Discipline***



## **NEVER:**

- **Violate radio silence.**
- **Compromise sensitive information by unauthorized disclosure.**
- **Make unnecessary or unduly long transmissions.**
- **Engage in unofficial conversation or operator's chat.**
- **Identify an individual or any other personal information.**
- **Speak faster than the station experiencing the worst reception conditions can be expected to receive, thus avoiding needless repetition.**
- **Show loss of temper or use profane language.**





# *Basic Communications:* Phonetic Alphabet



**A - ALPHA**

**B - BRAVO**

**C - CHARLIE**

**D - DELTA**

**E - ECHO**

**F - FOXTROT**

**G - GOLF**

**H - HOTEL**

**I - INDIA**

**J - JULIET**

**K - KILO**

**L - LIMA**

**M - MIKE**

**N - NOVEMBER**

**O - OSCAR**

**P - PAPA**

**Q - QUEBEC**

**R - ROMEO**

**S - SIERRA**

**T - TANGO**

**U - UNIFORM**

**V - VICTOR**

**W - WHISKEY**

**X - X-RAY**

**Y - YANKEE**

**Z - ZULU**



# *Basic Communications: Phonetic Alphabet*



**Numerals** will be transmitted digit by digit except multiples of thousands may be spoken as such. However, there are special cases, such as in anti-air warfare reporting procedures in which normal pronunciation of numerals is prescribed and this rule does not apply. For example, 17 would then be SEVENTEEN.

**Artillery Fire** In conduct of artillery fire when calling for fire, the pronunciation of whole hundreds is "HUNDRED" instead of "ONE ZERO, ZERO", For example, 100 would be spoken as "ONE HUNDRED".





# *Basic Communications:* Phonetic Numerals



**1 - WUN**

**2 - TOO**

**3 - TREE**

**4 - FOW-ER**

**5 - FIFE**

**6 - SIX**

**7 - SEV-EN**

**8 - AIT**

**9 - NIN-ER**

**0 - ZERO**



# ***Basic Communications: Procedure (Pro) Words***



- **Procedure Words (Pro words) are used to aid the radio operator and to keep transmission time to a minimum.**
- **A complete understanding of the pro words and their meaning is essential for the expeditious handling of radio traffic.**
- **A complete list is found in the Allied Communication Publications (ACP) 125**



# ***Basic Communications: Procedure (Pro) Words***



## **ACKNOWLEDGE**

**An instruction to the addresses that the message must be acknowledged.**

## **I SAY AGAIN**

**I am repeating the entire transmission**

## **I SPELL**

**I will spell the next word phonetically.**

## **OUT**

**This is the end-of my transmission to you and no answer is required.**





# ***Basic Communications: Procedure (Pro) Words***



**OVER**

**This is the end of my  
transmission to you**

**READ BACK**

**Repeat this entire  
transmission back to me  
exactly as received.**

**ROGER**

**I have received your last  
transmission satisfactorily**

**SAY AGAIN**

**Repeat all of your last  
transmission.**



# ***Basic Communications: Procedure (Pro) Words***



|                            |   |
|----------------------------|---|
| <b>USE FULL CALL SIGNS</b> | Call signs are to be sent in full until further notice  |
| <b>VERIFY</b>              | Verify entire message with the originator and send correct version.   |
| <b>WILCO</b>               | I have received your message, understand it, and will comply. (The pro word ROGER is included in that of WILCO, the two pro words are never used together). |



# ***Basic Communications: Operating Procedures***



- **Radio checks will not be made unless absolutely necessary.**
- **Excessive radio checks are a violation of transmission security.**
- **A station is understood to have good signal strength and readability unless otherwise notified.**
- **Pro words will be used to conduct radio checks**





# *Basic Communications: Operating Procedures*



**LOUD**

**Your signal is very strong**

**GOOD**

**Your signal strength is good**

**WEAK**

**Your signal strength is weak**

**FADING**

**Continuous reception not reliable**

**CLEAR**

**Quality of transmission is excellent**

**READABLE**

**Transmission is satisfactory**

**UNREADABLE**

**Cannot understand you**

**DISTORTED**

**Signal is distorted**

**INTERFERENCE**

**Signal experiencing interference**



# E-mail Protocols



**Recipients of an e-mail message addressed to that individual should re-send such traffic to only the next higher person in the chain of command.**

**If you receive an e-mail, you can forward it only with the permission of the sender**



# E-mail Protocols



**The “CC” recipients of a message will be furnished copies for their information only and should not retransmit the message to any person unless the original directs otherwise.**

**“CC” recipients may respond only to the sender and not to other “CC” recipients.**





# E-mail Protocols



**Emails are used for informal communication within the command.**

**Formal official VDF business:**

**orders, policy letters, letters of instruction, etc. may be transmitted by e-mail as an attachment.**



# E-mail Protocols



**Routine use of the “reply all” function is discouraged. Such usage generates needless traffic.**

**Traffic to general officers is restricted. Unless replying to an e-mail from a GO.**



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## **Any Questions?**